

Payment Receipt Form (Down Payment)

Receipt No.: _____

Date: _____

Received From (Payer): _____

Contact No. / Email: _____

Amount Paid (in words): _____

Amount Paid (in numbers): \$ _____

Payment Method: _____ (Cash / Cheque / Bank Transfer / Other)

Purpose (Description): _____

Balance Amount Due: \$ _____

Received By (Name & Signature): _____

Date: _____

This **payment receipt form** sample for down payment provides a clear and professional template to document initial payment transactions. It ensures accurate record-keeping by capturing essential details such as amount, date, and payer information. Using this form helps both parties maintain transparency and trust in financial dealings.